

**PROSPER PORTLAND**  
**Executive Director Calendar**

These weekly calendars represent Executive Director Kimberly Branam’s regular schedule of meetings plus any additional special meetings. The Director is often double-booked, and her calendar may change on short notice. **Due to Covid-19, meetings were held either virtually or in-person during this time.**

**Week of September 26 – September 30, 2022**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 9:00 AM Telephone Call w/ Derek Bradley	8:00 AM – 8:30 AM Desk Time	8:00 AM – 11:00 AM Internal Staff Meetings	8:00 AM – 6:00 PM Bureau Directors Retreat	8:00 AM – 12:00 PM Bureau Directors Retreat
9:00 AM – 9:45 AM Coffee w/ Alondo Simpson	8:30 AM – 9:00 AM Meeting w/ Sam Adams	11:00 AM – 11:30 AM Meeting w/ Jonathan Garcia		1:00 PM – 3:00 PM Inclusive Economic Development Strategy Steering Committee
10:00 AM – 2:00 PM Office & Internal Staff Meetings	9:00 AM – 1:00 PM Internal Staff Meeting	11:30 AM – 12:00 PM Desk Time		3:00 PM – 3:30 PM Internal Staff Meeting
2:00 PM – 2:30 PM Interview w/ Matthew Chambers	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler’s Office	12:00 PM – 1:30 PM SPEAK: Portland Means Progress Partner Lunch		
2:30 PM – 3:00 PM Internal Staff Meeting	2:00 PM – 4:30 PM Office & Internal Staff Meetings	1:30 PM – 2:45 PM Internal Staff Meetings		
3:00 PM – 4:00 PM Monthly Meeting w/ Bureau Planning & Sustainability	4:00 PM – 4:30 PM Directors Bi-Weekly Check-In	2:45 PM – 4:30 PM City Council		
4:00 PM – 5:00 PM Meeting w/ Karl Dinkelspiel				